

*Christopher L. Austin
Clerk*



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

*126 U.S. Courthouse
517 E. Wisconsin Ave.
Milwaukee, WI 53202-4581
414-297-3291
FAX 414-297-4040
www.wieb.uscourts.gov*

Notice to Members of the Bar and Public - January 24, 2000:

In order to accommodate your schedules, we provide the five options listed below for you to file documents during our normal business hours. We also provide a way for you to file documents on holidays or weekends if they have a deadline (or similar urgency) before our next normal business day.

1. **IN PERSON WITH AN APPOINTMENT:** If you have more than four petitions to file, you may schedule an appointment. Appointments will be made Tuesdays through Thursdays, unless Tuesday is the day after a holiday. Call the Court Services Supervisor in advance at 414-297-3291, extension 3060 to schedule an appointment.
2. **IN PERSON WITHOUT AN APPOINTMENT:** You should wait in line to be called by the next available cashier. The cashier will file up to four petitions and any other general filing. If you have more petitions, you must return to the end of the line to file the rest of them.
3. **IN PERSON WITHOUT WAITING FOR PROCESSING:** You may deposit documents (including petitions) in the safe located in the public area of the Clerk's Office. Documents in the safe will be filed by the end of the next business day.
4. **DELIVERY BY THE UNITED STATES POSTAL SERVICE (USPS):** Documents delivered by the USPS are filed the day they are received.
5. **DELIVERY BY COURIER:** Documents delivered by courier are filed the day they are received unless delivery is by United Parcel Service (UPS). Documents delivered by UPS are filed by the end of the next business day since UPS usually delivers after 4:00 p.m.
6. **URGENT DOCUMENTS ON WEEKENDS AND HOLIDAYS:** Dial 414-297-4073, and a Supervisor from the Clerk's Office will assist you.

Please contact Joan McFadyen at 414-297-3291, extension 3060 if you have comments, questions or suggestions.

Christopher L. Austin,
Clerk U.S. Bankruptcy Court